

ATTACHMENT TWO

June 14, 2005

TO: Members of the MAG Population Technical Advisory Committee

FROM: Harry P. Wolfe, Senior Project Manager

SUBJECT: DATA COLLECTION REQUIREMENTS FOR JULY 1, 2005 RESIDENT
POPULATION ESTIMATES

The Arizona Department of Economic Security (DES) has initiated the process of collecting data for preparing the July 1, 2005 estimates. The data collected from local governments include annexations, population in group quarters and residential completions.

Based on a recommendation from the MAG POPTAC, this year MAG staff will collect and provide to DES annexation and group quarters data, in addition to the residential completion data that we have been providing on a regular basis. DES staff is requiring more extensive documentation of the data supplied to them than in past years because the 2005 estimates will be used to distribute billions of dollars for state shared revenue. It will be used from FY 2006 through FY 2011 for those jurisdictions not conducting a Census Survey. While MAG is conducting a Census Survey, we are still required to prepare July 1, 2005 resident population estimates. A summary of the data requested and associated documentation is noted below.

Annexations

Annexations need to be collected in order to ensure that any housing units included as a part of the annexation is reflected in the July 1 population estimate. Earlier this year, MAG requested annexation data for the period from July 1, 2004 through March 31, 2005. The information requested was based upon the documentation requirements established by DES and noted below:

1. The ordinance number of the annexation and associated name if applicable.
2. The date of the adoption of the annexation ordinance
3. The number of units annexed and the method by which the number of units were determined
4. A map of the annexed area
5. A signed letter from the jurisdiction verifying the annexation and the number of units annexed.

This information was provided by MAG to DES in April for the period from July 1, 2004 to March 31,

2005. We will also need to provide DES with any annexations that have taken effect or will take effect between April 1, and June 30, 2005. While some of these annexations may have been reported in connection with the Boundary and Annexation Survey, we want to make sure that any annexations not identified are obtained. Please provide this information to MAG by Wednesday, July 13, 2005 using the attached form.

Group Quarters

DES estimates methods are used to compute the population residing in households. To prepare a total resident population, it is also necessary to account for people residing in group quarters. Group quarters are communal living arrangements such as are found in nursing homes, prisons, college dormitories, etc.

As a result of a recommendation from the MAG POPTAC to reduce duplication of efforts, MAG will be collecting updated population in group quarters from our member agencies and then forwarding it to DES. However, the Group Quarters data supplied to DES needs to conform to their documentation requirements to be used in computing the July 1, 2005 resident population estimates. The documentation requirements are summarized below.

1. Identify updates to population in group quarters by type, using the form developed by the Arizona Department of Economic Security (DES). Attached is the blank form used by DES. MAG will be forwarding to you under separate cover a form that identifies your population in group quarters by unit type for 2004. The 2005 figure should be the total number of population in Group Quarters.
2. Where there is an increase in population in group quarters or a new group quarters has been constructed subsequent to July 1, 2004, a letter certifying the change from the "highest management official" is required. This new requirement has been established by DES to verify the change in group quarters population because of the large amount of state-shared revenue that will be distributed based on these July 1, 2005 estimates for jurisdictions not conducting a Census Survey.
3. The survey form and the and any "certification letters" need to be supplied to MAG by Wednesday, July 13, 2005 in order to be forwarded to DES in accordance with the agencies deadlines.

We will be sending you an e-mail under separate cover requesting the updated information on population in Group Quarters. This e-mail will include the group quarters form filled in with the number of people in group quarters that were reported to DES in 2004.

Residential Completions

MAG has been collecting residential completions and providing it to DES since 1990. In the past we have provided this information to DES in a spreadsheet, which summarizes the housing unit addresses that we have geocoded. DES has not yet identified what documentation they will require for the residential completions, but MAG should be able to provide the documentation required.

ANNEXATION REQUEST

April 1, 2005 To June 30, 2005

ANNEXATION NAME	ORDINANCE NUMBER	DATE ADOPTED*	UNITS ANNEXED(if any)	HOW ANNEXED UNITS WERE ESTIMATED (if any)

Reviewed by: -----
(PRINT YOUR NAME)

Date: -----

Jurisdiction: -----

E-Mail Address: -----

Please return to:

Samuel Colon, DES
Population Statistics Unit, SC 045Z
P.O. Box 6123
Phoenix, AZ 85005-6123
Tel: (602) 542-6057
Fax: (602) 542-7425
E-Mail: scolon@azdes.gov

JULY 1, 2005 ESTIMATES GROUP QUARTERS

SAMPLE FORM

GROUP QUARTERS BY TYPE	SOURCE	2004 GQ POP.	2005 GQ POP.*
1. INSTITUTIONAL GROUP QUARTERS			
CORRECTIONAL (as of June 28)	As reported by jurisdiction	0	
NURSING HOMES	As reported by jurisdiction	0	
HOSPITALS/WARDS,HOSPICES & SCHOOLS FOR THE HANDICAPPED	As reported by jurisdiction	0	
JUVENILE INSTITUTIONS	As reported by jurisdiction	0	
TOTAL INSTITUTIONAL		0	
2. NON INSTITUTIONAL GROUP QUARTERS			
COLLEGE DORMITORIES AND GREEK HOUSING (as of May 1)	As reported by jurisdiction	0	
MILITARY QUARTERS	As reported by jurisdiction	0	
GROUP HOMES	As reported by jurisdiction	0	
RELIGIOUS GROUP QUARTERS	As reported by jurisdiction	0	
OTHER DORMITORIES	As reported by jurisdiction	0	
OTHER N/INSTITUTIONAL GQ	As reported by jurisdiction	0	
TOTAL NON-INSTITUTIONAL		0	
2004 POPULATION IN ALL GROUP QUARTERS		0	
2005 POPULATION IN ALL GROUP QUARTERS			

NAME (please print)

DATE

JURISDICTION NAME

E-MAIL ADDRESS

PLEASE RETURN TO: SAMUEL A. COLON
POPULATION STATISTICS UNIT, SITE CODE 045Z
P . O. BOX 6123
PHOENIX, AZ 85005-6123
TEL: (602) 542-6057
FAX: (602) 542-7425
E-MAIL: scoln@azdes.gov

* NO CHANGE WILL BE ACCEPTED WITHOUT PROPER DOCUMENTATION (completed GQ update form)

SAMPLE CERTIFICATION LETTER PROVIDED BY DES

Waterson Nursing Home
13224 N. Cochise Highway
Orange City, Arizona 85119

5-Jul-05

Samuel Colon
State Demographer for Estimates
Arizona Department of Economic Security
1789 West Jefferson - 045Z
P.O. Box 6123
Phoenix, Arizona 85005 - 1623

Dear Mr. Colon

Our facility, in conjunction with the City/Town or balance of county , would like to provide you with updated population numbers for our group quarters facility.

Facility Type	Military Barrack
Facility Contact	Samuel Colon
Title of Contact (highest management official)	Fort Commander
Facility Phone Number	(928) 888-8888
Year Facility Opened	11/24/2004
7/1/04 Resident Population	0
7/1/05 Resident Population	100
Change in Number of Residents from 2004 to 2005	100
Reason for the Change	New Facility

If you have any questions or need more information, please contact me.

Sincerely,

Samuel Colon

(signature of facility's highest management official)

Samuel Colon

(printed name of facility's highest management official)